

Follow-Up

The follow-up of an interview is very important. Here are three methods of follow-up:

Telephone Check

Always remember your interviewer's name and call him/her directly. In the interview, if you made arrangements to call back, call back when you said you would. Try to refresh the interviewer's memory of you by bringing to his or her attention any of your special skills related to the job. Repeat your interest in the job.

Thank You Note

Win or lose, send the interviewer a nice thank you note within a day or two after the interview. This is more than common politeness. Your thoughtfulness will enhance his or her opinion of you, and your letter will refresh recollection of your interview. Remember, interviewers do not get many letters of thanks. Therefore, your name will stand out.

Return Visit

If you do not hear from the company within a week or 10 days, visit or call the personnel office again. Tell the interviewer you are still interested, and supply any additional facts that may strengthen your case. You may be respected for your perseverance, and your visit may speed up some steps in the personnel process. Make your visit or visits brief, just to let them know you are available and interested.